

RECORDS RETENTION AND DISPOSITION SCHEDULE

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ALL STATE AGENCIES & POLITICAL SUBDIVISIONS


Function

Records received via E-mail

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1.	Electronic Mail Communications					
	a. Records* (including sender and receiver identification**, time and date sent, and complete message)		-	-	-	The electronic version may be deleted after the record is transferred to a proper recordkeeping system. The version maintained in the proper recordkeeping system is designated as the official copy and must be retained for the same period as required for other forms of the same records series.
	b. Records* attached to electronic mail messages		-	-	-	The electronic version may be deleted after the record is transferred to a proper recordkeeping system. The version maintained in the proper recordkeeping system is designated as the official copy and must be retained for the same period as required for other forms of the same records series.
	c. Routine non-record communications		-	-	-	Retain until informational value has been served but not longer than official copy of record is kept.
	*Meeting requirements of the definition of records per ARS 41-1350.					Supersedes E-mail retention schedules found in the following Records Management Manuals: Records Retention and Disposition for:
	**Sender and receiver identification must be explicit enough to identify the individual senders and recipients. If the message only indicates initials or other abbreviated identifiers (e.g., distribution lists, grouped addresses, etc.) as senders and/or recipients, then the actual senders and/or recipients of the message must be documented. This metadata must be accessible with the official record.					<ul style="list-style-type: none"> • Arizona State Agencies; • Arizona Counties; • Arizona Municipalities; • Arizona School Districts; and • Arizona Community Colleges and Districts

Approved by:


Director, Arizona State Library, Archives and Public Records

Approval Date:

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